

HIRING PROCEDURES CHECKLIST

Position Title _____ Date _____

- ☐ Hiring supervisor confirms formal letter of resignation received in SHR, with last day on payroll confirmed, indicating a vacancy.
- ☐ Hiring supervisor reviews and updates position description accordingly with any changes in duties, requirements, etc.
- ☐ Hiring supervisor initiates Position Action Request (PAR) and submits with PD to SHR contact. [PAR P&P No. 4.105]
- ☐ SHR reviews PAR for completeness, identifies the job classification and compensation for the vacancy, and submits to State Budget Office (SBO) for review and approval. SBO returns PAR to SHR.
- ☐ HR specialist works with hiring supervisor to identify two to four required and two to four preferred tasks and KSAs within the PD and the strategy for the recruitment (advertising, initial screen, and interviews).
- ☐ Hiring supervisor develops job related interview questions (WITH benchmarks for evaluating and ranking candidates) and submits to HR Specialist for review and approval.
- ☐ Hiring supervisor identifies interview panel members (must consist of at least THREE) and submits names to HR Specialist for review and approval. [AA/EEO P&P No. 4.111]
- ☐ Hiring supervisor provides HR specialist the desired number of candidates they wish to interview and any additional selection activities under consideration (e.g. multiple rounds of interviews, job simulations such as writing exercises, typing test, equipment operation, etc.)
- ☐ SHR submits PAR to HR Director for review and approval. If approved by HR Director, PAR is submitted to TAG for final authorization to staff.
- ☐ HR specialist notifies hiring supervisor of anticipated timeline for interviews and hiring supervisor contacts interview panel members with tentative interview dates. (Upon TAG approval of PAR) **[Start of first 30-day timeline]**
- ☐ HR specialist initiates recruitment or uses existing register and coordinates applicant screening and ranking.

- ☐ HR specialist certifies candidates to hiring supervisors. **[End of first 30-day timeline and beginning of second 30-day timeline]**
- ☐ Hiring supervisor sends email invitations to candidates, giving minimum **5** workdays to respond, and documents applicant contact. Invitations must include the following:
 - ☐ Agency name, job title, and work location
 - ☐ Location, dates, and time slots for interviews
 - ☐ Point of contact and phone number
 - ☐ Instruction to bring a current resume and supervisory references with contact information
 - ☐ Deadline to reply
 - ☐ Notice to applicants: “If you need assistance or an accommodation to interview because of a disability, please call State Human Resources at [provide number for your HR Specialist]”
 - ☐ Attach position description
- ☐ Hiring supervisor sends interview schedule with names of candidates to HR specialist immediately following the deadline for candidates to schedule an interview.
- ☐ HR specialist reviews list of candidates for presence of target group members and advises the hiring supervisor of AA/EEO responsibilities.
- ☐ Hiring supervisor briefs panel members on AA/EEO goals and expectations for panel members. [AA/EEO P&P No. 4.111 (2)(b)]
- ☐ Interviews conducted. **Do not** make a job offer. NEVER extend a job offer or provide an indication to candidates as to their status until approved by SHR.
- ☐ Hiring supervisor conducts and documents reference check(s) on finalist using DMA 4.11-1-E, Reference Audit Form. Reference checks must contain at least two reference audits. These audits must include information received from the candidate’s current and most previous supervisor (if applicable).
- ☐ Hiring supervisor sends copies (need not be the original copies) of all interview and reference check notes, one resume per applicant to HR specialist, and any other applicant correspondence (alphabetically by candidate, not by panel member). If the position is not an underutilized position, the hiring recommendation should also be sent.
- ☐ If position is underutilized and a target group member interviewed but not recommended, OR if the position is supervisory, the hiring supervisor must call the HR Director/AA Officer prior to submitting a hiring recommendation. Hiring supervisor must be prepared to discuss the rationale and specific job related factors behind their recommendation.

- ☐ Upon approval of HR Director, hiring supervisor routes hiring recommendation to assigned HR specialist. Hiring recommendation must include the following:
 - ☐ Written summary justification describing the reasons for selecting the successful candidate over all others interviewed, including rank of each candidate with written rationale. If there are several candidates, it is allowed to combine several of the lower ranking candidates when writing your explanation. This justification **MUST** recite only the relevant job related qualifications that differentiate the candidate selected from those not selected. Qualification factors may include: amount of relevant education/training, length of relevant experience, breadth of relevant experience, types of relevant skills, certifications held, etc. This memo must be endorsed (signed or email concurrence) by all interview panel members.
 - ☐ The certification list with report of action column completed
- ☐ SHR reviews hiring recommendation and supporting documents, conducts background check, and verifies selective service registration). If approved, HR specialist contacts supervisor to discuss conditions of employment (e.g. start dates, rate of pay, FLSA designation, etc.).
- ☐ Hiring supervisor extends job offer and provides response to HR Specialist. **[End of second 30-day timeline]**
- ☐ If position requires pre-hire fitness-for-duty examinations, offer is contingent and start date determined following successful conclusion.
- ☐ All start dates are beginning of pay period (i.e. Sunday for current employees and Monday for new employees).
- ☐ SHR prepares and distributes appointment letter and new hire forms to new employee, regrets to those not selected, and PD to hiring supervisor for signatures.
- ☐ Hiring supervisor verifies with employee and HR specialist that employee has filled out new employee information paperwork before starting. This includes verifying new employee received I-9 packet and will bring required documents the first day of work.
- ☐ SHR sets up new employee in STAR and State IT if needed.
- ☐ Hiring supervisor initiates workplace on-boarding activities on first day of work; reviews and secures signatures on PD; receives I-9; verifies ID's and submits to SHR.